

MICHIGAN DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CHILDREN AND ADULT LICENSING  
**INDEPENDENT LIVING REVIEW WORKSHEET**

DATE	YOUTH'S NAME	WORKER NAME			
ADDRESS		CITY		State	ZIP CODE
RULE		NA	COMPLI- ANCE YES NO		COMMENTS
<b>R 400.12504 Placement.</b>					
Rule 504. (1) An agency shall document the reason for selection of independent living as the most appropriate placement for the youth.					
(2) All of the following shall be in the case record before a youth is placed in independent living:					
(a) The basis for concluding that a youth exhibits self-care potential.					
(b) That the youth=s social service worker has personally observed and determined that the living situation is safe.					
(c) The availability of specific and relevant resources that may provide for suitable social, physical, vocational, and emotional needs of a youth.					
(d) An evaluation of a youth's need for supervision.					
<b>(e) Proof that financial support to meet the youth=s housing, clothing, food, and miscellaneous expenses is available.</b>					
<b>R 400.12505 Supervision</b>					
Rule 505. (1) An agency shall provide supervision for a youth in independent living consistent with the youth's need for supervision, as required by R 400.12504(2)(d).					
(2) An agency shall provide the following minimum supervision:					
(a) Face-to-face contact between the social service worker and the youth in independent living at least once each month at a youth's place of residence.					
(b) At monthly intervals, ensure that the youth is complying with the terms of the contract required by R 400.12509(2)(k), continues to reside in a safe and acceptable environment, and is managing expenditures.					
(c) Provide the youth with a telephone number to contact the agency on a 24-hour, 7-days-a-week basis.					
<b>R 400.12506 Education.</b>					
Rule 506. An agency shall ensure that a youth in independent living is working full-time, actively involved in job training or continuing education, or a combination of work and education.					
<b>R 400.12507 Medical care.</b>					
Rule 507. An agency shall ensure that a youth in independent living receives any needed medical and dental care. Medical and dental care provided shall be documented in the youth=s record.					
<b>R 400.12508 Termination.</b>					
Rule 508. (1) When an agency terminates its independent living services for a youth, the agency shall document all of the following information in the case record within 30 calendar days of termination of its services:					
(a) The reason for the termination.					
(b) The youth's new location.					
(c) A summary of the services provided during care and the needs that remain to be met.					
(d) Provision for any follow-up services.					
(2) An agency shall ensure and document that each youth who ends independent living is provided with all of the following:					
(a) Basic information about health, housing, counseling services, and emergency resources.					
(b) A birth certificate.					
(c) A social security card.					
(d) The youth's funds and personal property.					
<b>R 400.12509 Independent living record.</b>					
Rule 509. (1) An agency shall maintain a case record for each youth placed in independent living.					
(2) The case record shall contain all of the following information and documentation, which shall be recorded within 30 calendar days after placement in independent living and updated at least once every 90 calendar days:					
(a) All of the following personal information pertaining to the youth:					
(i) Name.					
(ii) Social security number.					
(iii) Address and telephone number.					
(iv) Date of birth.					
(v) Sex.					
(vi) Race.					
(vii) Height.					
(viii) Weight.					

Rule	NA	COMPLI- ANCE		COMMENTS
		YES	NO	
(ix) Hair color.				
(x) Eye color.				
(xi) Identifying marks.				
(xii) A photograph updated on an annual basis.				
(b) Documentation of the agency's legal right to place a youth.				
(c) The names, addresses, dates of birth, and social security numbers of the youth's parents, if any.				
(d) The names, dates of birth, and addresses of the youth's siblings, if any.				
(e) The names and addresses of any offspring.				
(f) The names and addresses of any other significant persons.				
(g) Current documentation of financial support sufficient to meet the youth's housing, clothing, food, and miscellaneous expenses.				
(h) The date, location, documented purpose, and a summary of the findings of each contact between the youth and the social service worker.				
(i) Current adjustment.				
(j) The youth's relationship with family members and agency efforts to resolve family conflicts.				
(k) A mutually agreed upon contract between the youth and the agency which specifies the responsibilities of the agency and the youth and which is signed and dated by the youth and the social service worker. The contract shall be reviewed and updated at least once every 90 calendar days and a copy provided to the youth.				
(3) An agency shall maintain the record for not less than 3 years after the agency=s termination of services to the youth.				